



# KMCT

## COLLEGE OF ALLIED HEALTH SCIENCES

Affiliated to Kerala University of Health Sciences and approved by Govt. of Kerala

TO WHOMSOEVER IT MAY CONCERN

This is to certify that the information in the attached documents is verified by me and is true to the best of my knowledge.



  
Principal  
Principal  
KMCT College of Allied Health Sciences  
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DEVELOPMENT CENTRE



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### 6.2.2 POLICY DOCUMENTS



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### E-GOVERNANCE POLICY

KMCT College of Allied Health Sciences has a website that provides important information about the institution. It also utilizes various software systems to centralize different operations of the college, including academic, administration planning, finance and accounts, student management, library management, examination, and patient management. This phased approach aims to ensure transparency in operations. This was carried out using software such as Campus Medicine for academic administration, Tally for finance and accounts, and KOHA for library management system.

In line with e-Governance principles and to streamline operations in areas such as academic planning and development, administration, finance and accounts, student admission and support, and examination, KMCT has initiated and drafted a policy

### ACADEMIC PLANNING & DEVELOPMENT

KMCT College of Allied Health Sciences has a dedicated website that provides comprehensive information about the institute. It includes details about the Board of Directors, faculty, college facilities, courses offered, admission criteria, announcements, news and events, academic calendar, departmental activities, and outreach programs. The website regularly uploads photographs of important events. Additionally, the institute has sections for students, parents, alumni, a student grievance cell, and a women empowerment cell, which are easily accessible to stakeholders.

To enhance academic planning and execution, the institute has implemented a web-based academic software called "Campus Medicine" since the academic year 2019-2020. This software efficiently manages and tracks the complex day-to-day workflow of the institution. Campus Medicine covers almost all stakeholders in the college.

- Feedback System
- Moodle Program



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### ADMINISTRATION

The Campus Medicine academic software manages various aspects of the post-admission process, including classroom management, timetable management, student and faculty management, attendance management, hostel management, transport management, and fee management. It also helps in spotting irregular attendance, managing HR processes, and conducting faculty appraisals.

### FINANCE AND ACCOUNTS

Tally ERP is used for finance and accounts management, providing a comprehensive solution for daily transactions, purchase management, and account keeping.

### STUDENT ADMISSION & SUPPORTS

The admission process for Allied Health Sciences is conducted through Lal Bahadur Shastri (LBS) Centre for Science & Technology and the Self Financing Paramedical Management Association (SPMA). The post-admission process is managed through "Campus Medicine", the academic software.

### EXAMINATIONS

KMCT College of Allied Health Sciences is affiliated with the Kerala University of Health Sciences, the Medical University of Kerala. The examination registration process, question paper delivery, and monitoring are handled by the University through their web portal [www.kuhs.ac.in](http://www.kuhs.ac.in). Internal examinations and class tests are managed using Learning Management Systems (LMS) such as MOODLE and Google Classroom, in addition to Campus Medicine, the academic software.



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